



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-3445

June 1, 2011

SAMHSA LETTER NO.: 11-01

TO: COUNTY MENTAL HEALTH DIRECTORS
COUNTY MENTAL HEALTH PROGRAM CHIEFS
COUNTY MENTAL HEALTH ADMINISTRATORS
COUNTY MENTAL HEALTH FISCAL OFFICERS

SUBJECT: STATE FISCAL YEAR (SFY) 2011-12 PLANNING
ESTIMATE AND RENEWAL APPLICATION
INSTRUCTIONS

REFERENCE: CATALOG OF FEDERAL DOMESTIC ASSISTANCE
(CFDA) 93.958 – BLOCK GRANTS FOR COMMUNITY
MENTAL HEALTH SERVICES (Community Mental Health
Services Block Grant)

This letter transmits the SFY 2011-12 Planning Estimate Worksheet (Enclosure I) and the Community Mental Health Services Block Grant (MHBG) Renewal Application Instructions for SFY 2011-12 (Enclosure II).

The Department of Mental Health (DMH) allocates the MHBG to counties to establish or expand community-based systems of care for providing mental health services to adults with serious mental illness (SMI) and children with serious emotional disturbance (SED). In order for DMH to allocate the MHBG funds for these purposes, all counties receiving funds must abide by specific conditions of Title XIX, Part B of the Public Health Services Act, as well as those conditions established by other federal and state laws, regulations, policies, and guidelines. Counties are required to submit an application prepared in accordance with the enclosures and attachments accompanying this letter. **Please refer to the bolded areas as there have been changes for FY 2011-12.**

Fiscal requirements are outlined in the Accounting Guidelines (Enclosure III) and the Salary Rate Cap remains at \$199,700 per full time equivalent, not including benefits.

Reimbursements are based on actual expenditures documented on quarterly expenditure reports, which are due to the Department of Mental Health 20 days after the end of the quarter: October 20th, January 20th, April 20th, and July 20th.

The quarterly reports may be submitted by e-mail to: kimberly.wimberly@dmh.ca.gov; however, the year-end cost report must be mailed, as we need the originals with signatures.

Counties must fully expend their SFY 2011-2012 MHBG allocation by September 30, 2012. Counties must adhere to the fourth quarter report submittal date of July 20, 2012, but will be

able to make revisions to their fourth quarter report up to October 20, 2012. Any FY 11-12 expenditure reports submitted after October 20th, 2012, will not be reimbursed.

Please note: Pursuant to a Memorandum with DMH, the California Mental Health Planning Council conducts independent CMHS peer reviews. Counties who have been reviewed in SFY 2010-11 must address the peer review findings and corrective action taken, if any, in this application.

The original application with signatures and required documentation, along with one copy, is due to DMH by July 15, 2011. The Planning Estimate Worksheet (Enclosure I) must be signed and returned with the application to:

Heide Lange
Department of Mental Health
Grant Programs Management
Community Services Division
1600 9th Street, Room 150
Sacramento, CA 95814

A final approval letter with enclosed budgets will be issued once the application is reviewed and approved.

If you have any questions or would like information on program and policy issues, contact Heide Lange at (916) 651-0491 or by e-mail at Heide.Lange@dmh.ca.gov, or for fiscal issues, contact Kimberly Wimberly at (916) 653-7968 or by e-mail at Kimberly.Wimberly@dmh.ca.gov.

Sincerely,



MARK HEILMAN
Acting Deputy Director
Community Services

Enclosures

cc: Administrative Services
Accounting
Audits
State Level Programs
Budgets